

## LETTERHEAD

Office Symbol (MARKS)

Date

MEMORANDUM THRU CHIEF, National Guard Bureau, NGB-ARO-O (MAJ Wilkins Ronald R), 111 South George Mason Dr., Arlington, VA 22204

FOR Deputy Chief of Staff G-3, ATTN: DAMO-ODM, 400 Army Pentagon, Washington, D.C. 20310-0400

SUBJECT: Justification for Contingency Operations Temporary Tour of Active Duty (COTTAD) for (name/rank), to serve (position).

1. Reference AR 135-210.
2. Request Contingency Operations Temporary Tour of Active Duty (COTTAD) (The following information needs to be addressed with as much detail as possible).
  - A. \_\_\_\_\_ Clearly identified **UIC, Specific duty assignment, and location** where the soldier will be working.
  - B. \_\_\_\_\_ Provide the Position, **Paragraph and Line** number the soldier will be slotted against. Clearly articulate the reason for the filling the position. Provide a job description of the soldier's duties. Note: If the requested position is not currently vacant.
  - C. \_\_\_\_\_ Provide the name, rank, SSN, and AOC/MOS of the soldier.
  - D. \_\_\_\_\_ Specify if the soldier is being called up for either **OEF, OIF, ONE, SFOR, KFOR**.
  - E. \_\_\_\_\_ Provide **strong justification/documentation supporting the requirement**.
  - F. \_\_\_\_\_ Provide the required start date that you would like the soldier to report and the tour end date. Indicate the total number of required days (includes start and end date).
  - G. \_\_\_\_\_ The letter must be signed by an O6 or higher.
  - H. \_\_\_\_\_ Provide a point of contact, phone number, and email address of the requester.
  - I. \_\_\_\_\_ All documentation must be current, and the justification letter can not be over 30 days old. Any packet with dated documentation will be returned without action.

06 Signature block  
Of the gaining unit.